



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN:

DISPATCHER CLERK

SALARY RANGE	\$2,826 - \$3,538 per month* <small>*A Training and Development (T&D) Assignment will be taken into consideration when filling this vacancy. *The Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE	Permanent/Full-Time
PROGRAM/DEPARTMENT	General Services (Communications)
FINAL FILING DATE	Until Filled

DESCRIPTION OF DUTIES:

Under the direction of the Dispatcher Clerk Supervisor, the Dispatcher Clerk operates telephones, two-way radios, paging system, fax, TTD, and other equipment to provide communication services within Sonoma Developmental Center (SDC), between outside agencies, and the public. The Dispatcher Clerk monitors alarms for fire, intrusion, and personal safety; provides command center services for police, fire, medical, search/rescue, and other situations within SDC. Shift assignments are designed to cover a 24/7 work week. Typical duties may consist of routinely operating a PBX console, two-way radio, paging system, and other equipment to provide services to clients, staff, and the general public; monitoring alarms for fire, intrusion, and personal safety, and dispatching appropriate staff or contacting outside agencies for assistance; responding immediately to the Emergency 3 line (similar to 911) and dispatches fire, police or medical staff. The Dispatcher Clerk may contact and request assistance from other agencies and coordinate their response. During a declared disaster, the incumbent becomes the command center, dispatching emergency teams, coordinating communications; issuing pagers, cell phones, and 2-way radios to staff; maintains and issues records; performs typing and filing as needed; maintains keys and provides after hours authorized access to secured areas such as the Pharmacy and other offices within the facility; issues permits and keys for recreation areas to staff and the public; performs other duties as required.

WHO MAY APPLY:

Applicants must possess Civil Service Eligibility to apply. Eligibility may consist of one of the following: list eligibility, lateral transfer, or reinstatement to state service. A Training and Development (T&D) Assignment will be taken into consideration when filling this vacancy. Applicants must indicate their eligible status in the title section of the Employment Application (STD-678). For more information, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD-678 may be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening, and fingerprint clearance. Applications will be reviewed and only the most qualified applicants will receive a selection interview.

Applications must be received no later than the close of business (5:00 p.m.) on the final filing date unless otherwise specified. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes not accompanied by the official STD-678 will not be accepted.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Sonoma Developmental Center
Human Resources Department – Room 124
15000 Arnold Drive / PO Box 1493
Eldridge, CA 95431

(707) 938-6650 Contact Karrie Hubbenette with questions specific to essential duties of the position only. Civil Service eligibility will be determined by staff in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.